

# FORM POOL ADD/DELETE

## DOCUMENTATION – ADDING TO POOL OR DELETING FROM POOL

It is a DOT requirement to add an employee to the random pool as soon as a negative pre-employment drug test result has been issued and the person begins the CDL position. Midwest Toxicology will not automatically add someone just because a PE test was administered because they do not know if you actually hired the person. Be sure to use this form for required DOT documentation and formal pool entry. This form is also used to remove employees from the pool.

Date: \_\_\_\_\_

Agency/Facility/District/Sub-District : \_\_\_\_\_

Designated Employer Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

### ADDITIONS TO POOL:

	Employee Name	SS #	Date of Negative Test	Date of Hire
1				
2				
3				
4				
5				
6				

NOTE: If the employee(s) listed above received a test result through someone other than Midwest Toxicology Services, fax a copy of the test result along with this form.

### NAMES TO BE REMOVED FROM POOL:

	Employee Name	SS #	Date of Removal
1			
2			
3			
4			
5			
6			

Fill in the requested information and fax or email to two locations:

1. Denise Dossett at [midwest1@qserve.net](mailto:midwest1@qserve.net) or fax number: (765) 482-2980
2. Carolyn Davis at [cdavis@spd.state.in.us](mailto:cdavis@spd.state.in.us) or fax number: (317) 232-1197

Call Midwest Toxicology Services at 1-888-260-2261 or 765-482-2976 if you have questions. You may also contact the State Personnel Department at 317/232-3080.